



BOWMEN OF BRUNTWOOD CONSTITUTION





CONTENTS

1. Preliminary
2. Membership
3. Subscriptions
4. Management
5. Members Meetings – General
6. Open Meetings
7. Annual General Meetings (AGMs)
8. Extra Ordinary General Meetings (EGMs)
9. Finance
10. Club Championships
11. Insurance
12. Disciplinary Procedure
13. Disciplinary Panel
14. Interpretation of the Constitution

PREAMBLE

While not a hard and fast rule (emergencies do happen), it is normal procedure that any suggestions for constitutional amendments should be aired at an Open Meeting at least two months prior to an AGM. Such discussion is intended to clear out of the way any ambiguities and unintended conflicts with the existing constitution. A suggestion that finds favour with the meeting can then be formulated into a proposal for the AGM.



1. PRELIMINARY

- 1.1 The Club shall be called The Bowmen of Bruntwood, hereinafter referred to as the Club.
- 1.2 The object of the Club shall be to promote and facilitate community participation in the amateur sport of Archery
- 1.3 The affairs of the Club shall be managed by a Committee of fit and proper persons for the benefit of all Club Members. The Committee will manage matters in order to fulfil the wishes of Club Members as decided at Club Meetings. Decisions on management are taken at Open Meetings. All Members may attend and participate, and, if eligible, vote on any proposals made. Decisions made at such Meetings are binding on all Members.
- 1.4 The Committee reserves the right to hold closed meetings as necessary. These meetings shall be minuted, and minutes, with the exception of personal or disciplinary matters, circulated to Members.
- 1.5 The postal address of the Club shall be that of the Secretary or any such address that the Committee may decide.
- 1.6 The Constitution shall not be altered or amended except at the Annual General Meeting of the Club or at an Extra-Ordinary General Meeting.
- 1.7 The Club members shall be affiliated to Archery GB and to the relevant Regional and County bodies, subject to paragraph 2.2. Affiliation of Club Members to a National, Regional or County level body will be the responsibility of the Club Member. No affiliations will be carried out for Club Members by the Club.
- 1.8 The shooting regulations shall conform to the Archery GB rules governing at the time of the shooting.

2. MEMBERSHIP

- 2.1 The Club shall be open to the whole community. No application for membership shall be refused on discriminatory grounds, whether in relation to age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Membership will only be refused for good cause, such as conduct or character likely to bring the Club or sport into disrepute, or where accepting a member would create a safety or capacity issue.
 - 2.1.1 All persons wishing to join the Club shall apply using the approved Application Form accompanied by the appropriate Subscription.
 - 2.1.2 Applications shall be accepted or rejected by Coaching staff running the induction session. The Coaching staff may refer to other Committee Members before giving such a decision. Conditions may be added to acceptance.



2.2 The classes of Membership shall be:

- a) Full Membership (Senior)
- b) Full Membership (Junior)
- c) Honorary Membership
- d) Shooting Membership
- e) Social Membership

2.2.1 Full Membership (Senior)

Shall be open to all persons interested in archery, being the age of 18 or over, such membership to carry full voting rights.

2.2.2 Full Membership (Junior)

Shall be open to all persons interested in archery, being under the age of 18 years. Junior Members shall have full voting rights from their 12th Birthday.

2.2.3 Honorary Membership

Shall be granted to any person whom the Club wishes to honour for distinguished service to the Club or to the cause of archery. Such membership is a form of Full Membership and shall carry full voting rights. The award of Honorary Membership shall be decided at Annual General Meetings. Honorary members will not be required to pay the Club membership annual fees. Any other affiliation fees to Archery GB or other organisations will be the Honorary Member's responsibility, this includes for any pre-existing Honorary Members.

2.2.4 Shooting Membership

2.2.4.1 Annual Shooting Membership

Shall be open to archers who pay the full annual Bowmen of Bruntwood fees (excluding Archery GB and other affiliation fees) and meet one of the following criteria: either they are members of Archery GB with another Archery GB-affiliated club as their primary club, or they are members of a club affiliated with World Archery.

Any such Member shall have the same rights as a Full Member except:

- i) they may not hold an elected Committee post but may be co-opted onto the Committee,
- ii) they may not vote on any Archery GB vote which is required at the Club (any such vote would be cast at their primary Archery GB club).

2.2.4.2 Casual Shooting Membership

Shall be open to archers who pay a shooting fee less than the full annual Bowmen of Bruntwood fees (excluding Archery GB and other affiliation fees) and meet one of the following criteria: either they are members of Archery GB with another Archery GB-affiliated club as their primary club, or they are members of a club affiliated with World Archery.



Any such Member shall:

- i) have no voting rights within the club,
- ii) not be eligible for awards in Club competitions and may only shoot in such competitions if there is space to do so after other Members have been allocated places.

2.2.5 Social Membership

Shall be open to any person wishing to be involved with the Club but without taking part in the sport. Such Members shall have no voting rights.

3. SUBSCRIPTIONS

- 3.1 The Subscription payable by each member shall comprise the appropriate Club Fee.
- 3.2 The annual Club Fee for Full Membership (Senior) shall be decided at a General Meeting of the Club. The Committee shall determine the Club Fees for other classes of Membership and for reduced periods of Membership.
- 3.3 The Club shall ensure that fees and subscriptions do not represent a significant obstacle to membership or participation.
- 3.4 The Club's Membership year may be determined and varied by the Committee of the Bowmen of Bruntwood to maintain effective and efficient running of the Club.
- 3.5 Subscriptions will become due by dates specified and notified to Members each year by the Committee, and these dates may be varied by the Committee in order to maintain effective and efficient running of the Club.
- 3.6 Any Member whose Subscription is outstanding after this date will be deemed to have left the Club. A notice shall be pinned up on Club notice boards to say who is no longer a Member.
- 3.7 New Members must pay their Subscription at the time of application.
- 3.8 Approved supplements to the Subscription rates will be notified to Members by email (if applicable) or postal mail and via the Club notice boards and are payable within one month of such notification.
- 3.9 A receipt issued by a Club Officer, or a Membership Card issued by a Club Officer is the only proof that a Subscription has been paid.
- 3.10 Subscription rates will be published on Club notice boards.
- 3.11 Subscriptions are not refundable.



4. MANAGEMENT

4.1 The management of the Club's affairs shall be entrusted to the Committee. The Committee shall consist of:

- 4.1.1 Club Officers:
 - Chair
 - Secretary
 - Treasurer
 - Safeguarding Officer

4.1.2 Administrative: Field Captain
 Records Officer
 Coaching Coordinator
 Junior Leader
 Other positions as deemed necessary by the Committee.

4.2 The nomination and election of Committee Members shall take place at the Annual General Meeting.

4.3 There shall be no time limit on the tenure of Committee Member positions, but all Committee Members shall be subject to re-election annually at the Annual General Meeting.

4.4 Subject to 4.3, the Chair, Secretary or Treasurer shall hold office until either they resign (giving six months' notice) or another Member wishes to be considered for the post.

4.5 Any Club Member prepared to stand for office should notify the Secretary at least twenty-eight days before the Annual General Meeting.

4.5 Should a committee post become vacant before the next AGM then a Club Member may be appointed by the Committee to fill that post until the next AGM.

4.6 The Committee shall meet at least 4 times a year, preferably at Open Meetings.

4.7 If the Membership decides that the Club should be represented at an archery event, the Committee will appoint a Member or Members to manage the representation.

5. MEMBERS MEETINGS – GENERAL

5.1 A Club meeting will be an Open Meeting or an Annual General Meeting (AGM) or an Extra-Ordinary General Meeting (EGM).

5.2 The Club's Chair will normally take the chair at Club meetings. In the absence of the Chair, the Secretary will take the chair. If neither Chair nor Secretary are present, the meeting shall choose a Member to take the chair.



5.3 Decisions on proposals and elections of Committee Members (where posts are contested) will be taken by simple majority voting. Abstentions may be counted but will not be used in determining a majority.

5.4 A Member may cast votes:

5.4.1 In person by attending meetings.

5.4.2 In writing by notifying the Secretary that they support or oppose a proposal and, in the case of a contested election, which candidate they support.

5.4.3 By appointing one other Member who has voting rights as their proxy for an item of business. In all cases the appointment of a proxy must be notified in writing to the Secretary before each meeting at which the proxy is to act.

Notes:

1. a proxy's vote will not be counted where a Member has used 5.4.2 above;
2. Should a Member who has acted on either 5.4.2 or 5.4.3 above subsequently be present for the appropriate item(s) of business, only a vote cast under 5.4.1 will be counted.

6. OPEN MEETINGS

6.1 A majority of the elected Committee Members must be present for an Open Meeting to be quorate.

6.2 Notice of an Open Meeting must be circulated to Members not less than 14 days before the Meeting.

6.3 The agenda paper for an Open Meeting must be published to Members 7 days before the Meeting. It will set out any proposals for action by the Club and other areas for discussion. The Meeting shall be run to the published agenda paper.

6.4 Exceptionally, the chair of an Open Meeting may allow or invite discussion of matters not included on the agenda paper (late items). Members wishing to use this facility must notify the chair before the Meeting and the chair has sole discretion as to whether the matter should be discussed. Late items will not result in proposals being resolved unless the chair rules that the business is urgent AND the interests of absent Members would not be harmed by the consequence. When the chair rules that a late item is not to be discussed, the item will be placed on the agenda paper of the subsequent Meeting

7. ANNUAL GENERAL MEETINGS

7.1 There shall be an Annual General Meeting (AGM) each year, which shall be held within three months of the end of the financial year (i.e. January to December).

7.2 20% of the Members entitled to vote shall constitute a quorum.



7.3 Notice of the Annual General Meeting shall be dispatched to all Members of the Club at least forty-two days before the Meeting. All business for the agenda, including proposals, is to be with the Secretary twenty-eight days before the Meeting and the agenda of the Meeting shall be dispatched to all Club Members at least fourteen days before the Meeting.

8. EXTRA-ORDINARY GENERAL MEETINGS

8.1 The Committee may, at its own discretion, call an Extra-Ordinary General Meeting (EGM). At the request of 15% of voting Members the Committee shall call an Extra-Ordinary General Meeting. Such a request shall be delivered to the Secretary in writing specifying the purpose of that Meeting. An EGM shall need 20% of voting Members present to be quorate.

8.2 Not less than fourteen days-notice of the EGM, and the resolution it is intended to move, shall be sent to all Members entitled to receive such notice. No other business will be considered at that Meeting.

9. FINANCE

9.1 All financial transactions relating to or for the Club must go through the Treasurer.

9.2 The Club is a non-profit organisation. All surplus income or gains shall be reinvested in the Club for the benefit of its members and the promotion of amateur archery. No surplus or assets shall be distributed to members or third parties, except where reimbursement is made for legitimate expenses incurred on behalf of the Club.

9.3 Committee Members and other Club Members shall not receive payment for their services to the Club, except for reimbursement of reasonable and proper expenses incurred in the course of Club business

9.4 Any expenditure above an amount to be agreed and varied from time to time by the Committee must be approved by the Treasurer, or in their absence the Chair or Secretary, before expenditure takes place otherwise re-imbursement may not be possible.

9.5 The funds of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution.

9.6 An Income and Expenditure Account Sheet shall be prepared and audited for the year ending 31st December, for submission to the Annual General Meeting.

9.7 The funds and property of the Club shall be the responsibility of the Secretary and Treasurer, who will care for these to the best of their ability, and all Members will co-operate in this respect.

9.8 Every Club Member shall accept any liabilities the Club is unable to meet, jointly and severally; any such liabilities to be the subject of an Extra-Ordinary General Meeting.



9.9 In the event of dissolution, after all liabilities have been met, any remaining assets shall be given or transferred to one or more of the following:

- i) another registered Community Amateur Sports Club.
- ii) a registered charity; or
- iii) the sport's governing body, Archery GB, for use in community amateur archery.

Members shall have no rights to the Club's assets.

10. CLUB CHAMPIONSHIPS

10.1 The Club shall endeavour to hold at least one Club Championship meeting each year.

10.2 The round shot at the Club Championships shall be a WA 50M/70M with the appropriate respective rounds for junior archers.

10.3 Invited archers shall not be eligible for any awards.

11. INSURANCE

11.1 The Club is not responsible for theft, loss or breakage of personal belongings of Members or visitors.

12. DISCIPLINARY PROCEDURE

All Members shall accept the jurisdiction of the Bowmen of Bruntwood and of Archery GB. Members shall conform to the codes of conduct, policies, rules of shooting and other regulations as may be determined from time to time.

The Bowmen of Bruntwood Disciplinary Procedure shall be invoked in the event of an allegation of misconduct by a Member.

(Note: the formal Archery GB procedure will be used for any child protection/safeguarding or anti-doping cases.)

12.1 If upon receipt of a complaint to a Committee Member it is necessary to take disciplinary action:

12.1.1 The Respondent will be notified of:

12.1.1.1 The nature of the complaint against them, sending copies of any relevant documents to the Member which supports the complaint.

12.1.1.2 The fact that disciplinary proceedings are going to be commenced, and the procedure being adopted.



12.2 The Respondent will be asked for full details of their position and any documents or evidence they wish to refer to in support of their position.

12.3 The Respondent will be entitled to bring a representative to the hearing.

12.4 Three people will be appointed to form a Disciplinary Panel to hear the complaint and the response. These people should be independent of the Complainant and the Respondent.

12.5 A date will be set for the disciplinary hearing. This date should be agreed with the Respondent and, if possible, any witnesses. The Respondent will be given every opportunity to attend the disciplinary hearing.

13. DISCIPLINARY PANEL

13.1 The Disciplinary Panel will be provided with all information regarding the complaint and the Respondent's response in advance of the disciplinary hearing. All information sent to the Disciplinary Panel will also be made available to the Respondent against whom the complaint has been made.

13.2 A representative from the Club (who is not the Complainant) will present the complaint to the Disciplinary Panel.

13.3 The Respondent will be given sufficient opportunity to respond to the complaint against them at the disciplinary hearing.

13.4 Where possible, the Disciplinary Panel will give their decision as to whether the complaint has been upheld on the day of the hearing and also, if appropriate to do so, impose a suitable sanction. The Disciplinary Panel can refer to the sanctions set out in the Archery GB Disciplinary Policy for guidance. If the decision cannot be given on the same day it will be notified to the Respondent against whom the complaint is made within seven days of the disciplinary hearing.

13.5 Notes of the procedure followed, the findings of the Disciplinary Panel, and the decision and reasons will be made available to all parties.

13.6 The process shall be fair and transparent to all concerned parties and remain confidential as far as possible.

14. INTERPRETATION OF THE CONSTITUTION

14.1 Any dispute as to the meaning or interpretation of this Constitution shall be decided by an Extra-Ordinary General Meeting.